




# iPhone & iPad

## Towson E-mail Configuration

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 =Shortcut  =Advice  =Caution

### Introduction

On your iPhone or iPad, it is possible to send and receive emails from your Towson University account. This self-help document will step you through how to perform this action.

### Process Summary

**Introduction**  
**Configuring Your E-mail**

### Configuring Your E-mail

1. From the **Home** screen, press **Settings** (Fig 1, 1).
2. Press **Mail, Contacts, Calendars** (Fig 2, 1).

Figure 1



Figure 2

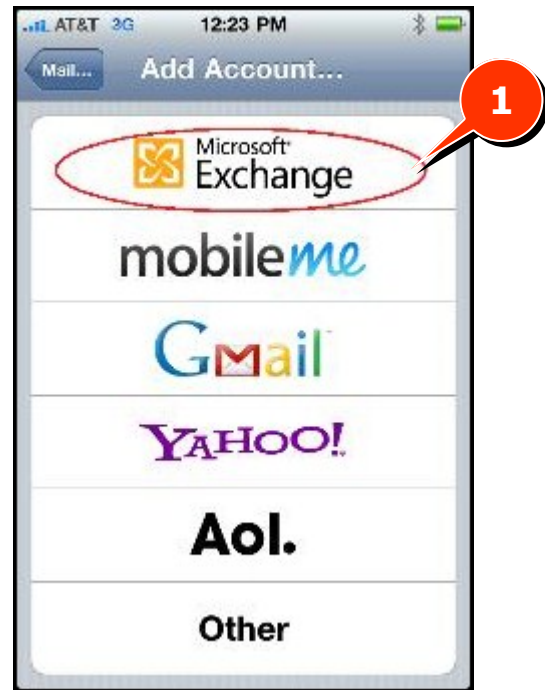


3. Press **Add Account** (Fig 3, 1).
4. Press **Microsoft Exchange** (Fig 4, 1).

Figure 3



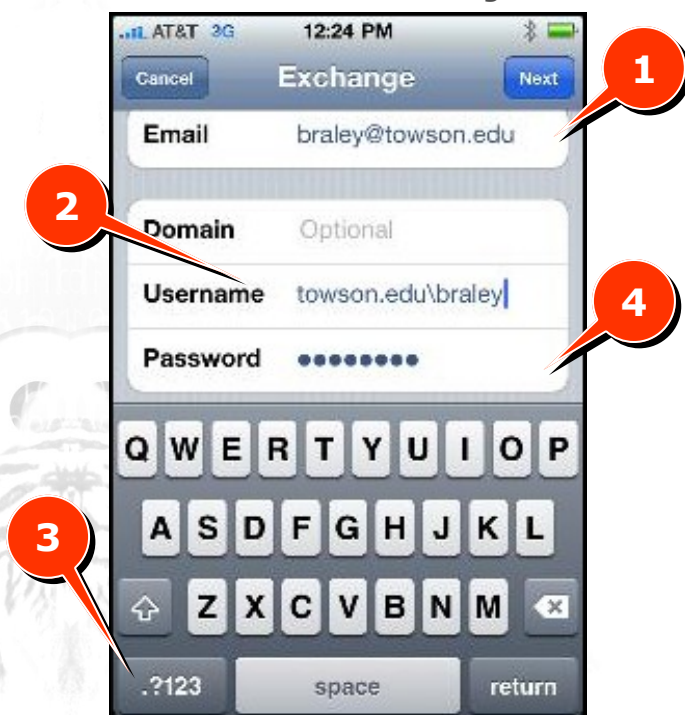
Figure 4



5. When the **Exchange** screen appears, fill in the following information:
- **Email:** Enter your Towson University email address (Fig 5, 1).
  - **Username:** Enter "towson.edu/YourNetID"(Fig 5, 2). (to get the correct slash "\" click the **.?123** button (Fig 5, 3) and then click the **#+=** to get to the keyboard that contains the backslash.)
  - **Password:** Enter your NetID password (Fig 5, 4).

6. Press **Next** and **Continue** if prompted.

Figure 5



7. Type **outlook.towson.edu** in the Server Field.
8. You are then given the option of choosing what you would like to sync with Exchange: Mail, Contacts, and Calendars. Keep in mind that you can have multiple email accounts on the iPhone or iPad simultaneously, but you can only have one set of Contacts and only one Calendar.
9. Click **Save** to save your changes (Fig 6, 1). Your mail will automatically download.

